

REQUEST FOR APPLICATIONS (RFA)

RFA NO.: ECE0716102

**Government of the District of Columbia
Office of the State Superintendent of Education
Division of Early Childhood Education**

Fiscal Year 2011 Pre-kindergarten Enhancement and Expansion Program and Child Care Subsidy Program Evaluations

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding through the District of Columbia and the United States Department of Health and Human Services (HHS) Administration for Children and Families (ACF) Child Care and Development Fund.

Announcement Date:	August 20, 2010
RFA Release Date:	August 20, 2010
Pre-application Conference Date:	August 31, 2010
Application Submission Deadline Date:	September 15, 2010, 3:30pm DST

Late Applications Will Not Be Forwarded to the Review Panel.

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

WHEN: Tuesday, August 31, 2010

WHERE: Office of the State Superintendent of Education
Division of Early Childhood Education
717 14th Street, NW, 8th Floor Conference Room
Washington, D.C. 20005

TIME: 10:00 a.m. – 11:00 a.m. DST

CONTACT PERSON: Lesa Bonds
Administrative Officer
Office of the State Superintendent of Education (OSSE)
Division of Early Childhood Education (ECE)
717 14th Street, NW, 12th Floor
Washington, DC 20005
(202) 727-1839
lesa.bonds@dc.gov

Please RSVP to the OSSE/ECE no later than Thursday, August 26, 2010 as seating is limited. You may RSVP to Angelia McDuffie via telephone at (202) 727-1839, or via e-mail to angelia.mcduffie@dc.gov.

DEADLINES AND IMPORTANT DATES

Request for Applications Announcement	August 20, 2010
Request for Applications Release Date	August 20, 2010
Last Day to Register for the Pre-Application Conference	August 26, 2010
Conduct Pre-Application Conference	August 31, 2010
Written Question And Answer Deadline	September 3, 2010
Answers To Questions Available At: www.opgs.dc.gov	September 8, 2010
Deadline for Applications	September 15, 2010, 3:30 p.m. DST
Award Announcement	September 22, 2010
Grant Start and End Dates	September 27, 2010 to September 30, 2011

Checklist for Applications

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- ☐ The applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for OSSE/ECE approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The Budget and Funding Information is complete and complies with the format found in Attachment H of the RFA.
- ☐ The Board of Directors List is complete and complies with the format found in Attachment I of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment J of the RFA) for each collaborative partner.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment K of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- ☐ The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section VI, Application Format, listed on page 14 of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to Office of the State Superintendent of Education, Division of Early Childhood Education, 717 14th Street, NW, Suite 1200, Washington, DC 20005, no later than **3:30 p.m. DST**, on the deadline date of **September 15, 2010**.

REQUEST FOR APPLICATIONS

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SECTION I: GENERAL INFORMATION

Introduction

The District of Columbia Office of the State Superintendent of Education, Division of Early Childhood Education (OSSE/ECE) is the lead agency responsible for coordinating early childhood education services to District of Columbia children and their families. The OSSE/ECE provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high quality early childhood development programs. It works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports. This is achieved through partnerships with the public and private sectors.

The economic pressure of raising a family continues to make the use of out-of-home group child care the norm rather than the exception. It has long been the goal of the OSSE/ECE to promote the nurturance and stimulation that very young children need on a daily basis and meet the needs of young children in center- and home-based group child care settings. The OSSE/ECE strives to promote child care settings for very young children that promote optimal development.

High-quality early childhood education programs in both family and center settings is now seen to be important for both the child and the parents. A comprehensive, reliable, and valid instrument that assesses process quality and quantifies what is happening in early education settings can play an important role in improving early childhood development and future school success.

With the unanimous passage of the Pre-k Expansion and Enhancement Act of 2008, the District of Columbia has made a commitment to provide high quality early education to the children of the District of Columbia. The OSSE is responsible for administering the comprehensive plan to provide high quality, universal pre-k programs in the District of Columbia within five (5) years. The new legislation is a key part of the OSSE's mission and goal to ensure that all District of Columbia children will be ready for school and that all district residents receive an excellent education for success in the 21st century.

Through this Request for Applications (RFA), the OSSE/ECE seeks a Grantee to:

- Assess classroom quality and evaluate the implementation of the Pre-k program through collecting and reporting on quantitative and qualitative data with the goal to provide useful input for strengthening the early childhood education system. The Grantee will design and conduct an evaluation and assessment of at least thirty-five (35) pre-k programs in the District of Columbia Public Schools, Public Charter Schools and Community Based Organizations.
- Assess classroom quality and evaluate Child Care Subsidy Program sites through collecting and reporting qualitative and quantitative data with the goal to provide

useful input for strengthening the early childhood education system. The grantee will design and conduct an evaluation and assessment of one hundred eighty (180) licensed child care programs enrolled in the District of Columbia Child Care Subsidy Program.

Target Populations

The target populations for assessments are:

- District of Columbia Public Schools, Public Charter Schools and CBO pre-k programs.
- Licensed child care programs participating in the District of Columbia Child Care Subsidy Program.

Eligible Organizations/Entities

Applications are requested from private and public universities and for profit and non-profit research organizations. Applicants must be licensed to do business in the District of Columbia.

Two or more entities partnering together to design and implement services under this grant are required to complete and submit the Collaboration Commitment Form (Attachment J) with their application.

Source of Grant Funding

Funds are made available through District of Columbia appropriated (local) dollars (72 %) and/or the Child Care and Development Fund (CCDF) Block Grant (28%) from the U.S. Department of Health and Human Services (DHHS) Administration for Children and Families (ACF). Funding for the award is contingent on continued funding from the grantor. This Request for Applications (RFA) does not commit the OSSE/ECE to make an award.

Award Period

The base period of performance will not exceed twelve (12) months from the date of execution of the award. At its option, the OSSE/ECE may extend the performance period up to 12 months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed sixty (60) months, which will be the sum of the base period plus the total of all one (1) year option periods. Any extension of the performance period is contingent upon compliance with the terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds.

Grant Awards and Amounts

The total amount available for the award is \$900,000.00 dollars. The OSSE/ECE has made no set determination of a set number of awards, therefore anticipated award(s) may range up to \$900,000.00. The OSSE/ECE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

The OSSE/ECE also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/ECE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

The OSSE/ECE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the applicant's sole responsibility.

The OSSE/ECE also reserves the right to accept or deny any or all applications if the OSSE/ECE determines it is in the best interest of the Agency to do so. The OSSE/ECE shall notify the applicant if it rejects that applicant's proposal. The OSSE/ECE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

Terms and Conditions

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the applicant's submission.

Contact person

For further information, please contact:

Ms. Lesa Bonds
Administrative Officer
OSSE/ECE
717 14th Street, NW, 12th Floor
Washington, DC 20005
(202) 727-1839
lesa.bonds@dc.gov

Internet

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Ms. Lesa Bonds, Administrative Officer, OSSE/ECE, at lesa.bonds@dc.gov:

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- E-mail address

Pre-application Conference

The Pre-application Conference will be held on **Tuesday, August 31, 2010 from 1:00 pm. until 3:00 p.m. DST**, at 717 14th Street, NW, 8th Floor Conference Room, Washington, DC 20005.

Explanations to Prospective Applicants

Applicants are encouraged to mail, fax, or e-mail their questions to Ms. Lesa Bonds, Administrative Officer, OSSE/ECE, at lesa.bonds@dc.gov on or before **Friday, September 3, 2010**. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date. A response to all questions will be posted on the Office of Partnerships and Grant Services (OPGS) website, www.opgs.dc.gov on Wednesday, September 8, 2010.

SECTION II: PROGRAM SCOPE

Overview

The purpose of Pre-kindergarten Enhancement and Expansion Program and Child Care Subsidy Program Evaluation program is to research, evaluate and document the progress and delivery of high quality, early education programs in the District of Columbia. The OSSE/ECE seeks applicants who can evaluate program performance, conduct individual classroom and child outcome assessments and prepare technical research and public policy reports. The Grantee(s) will be responsible for:

Pre-kindergarten Program

1. Developing a system of ongoing reporting from pre-k programs in District of Columbia Public Schools, Public Charter Schools and Community Based Organizations to OSSE/ECE documenting how and to what extent the programs are meeting or working towards meeting high quality program requirements;
2. Developing an ethnographic description of pre-k programs to capture information regarding the process by which these programs are structured to serve pre-k age children and how the programs are incorporated into the organization's existing structure;
3. Developing a common approach for program administrators and teachers to report on children's progress during the year;
4. Conducting structured pre/post classroom observations using the tools identified by OSSE/ECE, i.e. Early Language and Literacy Classroom Observation (ELLCO), Early Childhood Environment Rating Scale, Revised Edition (ECERS-R), Classroom Assessment Scoring System (CLASS);
5. Collecting and reviewing data regarding children enrolled in bilingual pre-k programs and how programs address the need for training specific to the development of bilingual children, instruction in bilingual classrooms, finding appropriate staff and educational materials, and whether the families and children in these classrooms have distinct needs; and
6. Utilizing trained and credentialed professionals to conduct classroom observations using the tools identified as best practice to measure language and literacy, teacher/child interaction, child outcomes and other required activities.

Child Care Subsidy Program:

1. Developing a system of ongoing reporting from Child Care Subsidy Program classrooms to OSSE/ECE documenting how and to what extent the programs are meeting or working towards meeting the high quality program requirements;

2. Developing an ethnographic description of Child Care Subsidy Program providers to capture information regarding the process by which these programs are structured to serve children ages 0-5 and how the programs are incorporated into the organizations existing structure;
3. Conducting structured pre/post classroom observations using the tools identified by OSSE/ECE (i.e. The Infant-Toddler Environment Rating Scale Revised Edition (ITERS-R), Early Language and Literacy Classroom Observation (ELLCO), Early Childhood Environment Rating Scale, Revised Edition (ECERS-R), Classroom Assessment Scoring System (CLASS);
4. Collecting and reviewing data on children enrolled in bilingual Child Care Subsidy Programs and how these programs address the need for training specific to the development of bilingual children, instruction in bilingual classrooms, finding appropriate staff and educational materials, and whether the families and children in these classrooms have distinct needs; and
5. Utilizing trained and credentialed professionals to conduct classroom observations using the tools identified as best practice to measure language and literacy, teacher/child interaction, child outcomes and other required activities.

General Grantee Responsibilities

The Grantee will be required to:

1. Meet with the OSSE/ECE to share information related to the status of activities when requested;
2. Document and describe program successes, unmet needs, barriers and problems encountered and shall report the status and activities performed to the OSSE/ECE on a monthly basis;
3. Submit any proposed printed materials, or reports for OSSE/ECE's review and approval prior to their use and dissemination under this grant. Where appropriate, the grantee must translate its program information into the languages of the target populations that it serves or, at a minimum, into four (4) of the five (5) languages required by the Language Access Act. These languages include Spanish, Chinese, Vietnamese, and Amharic;
4. Assist OSSE/ECE in distributing these materials, including translated materials, to the target communities.

Performance Standards and Quality Assurance

OSSE/ECE expects that the Grantee's performance will result in measurable, quality improvements in the early childhood education. The Grantee will be expected to meet with OSSE/ECE to share information and review reports related to the status of grant activities. In

addition, the Grantee will be required to meet performance standards and acceptable quality levels to be determined by OSSE/ECE and the Grantee.

OSSE/ECE Responsibilities

The OSSE/ECE will assign a Monitor to monitor the project. The Monitor will:

- Review all written policies and procedures applicable to the project;
- Review all monthly and quarterly progress reports, conduct site visits, and hold periodic conferences with each grantee to assess the grantee's performance;
- Monitor and evaluate the performance of each grantee according to the Scope of Work and related service delivery standards; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program.

The grantee must provide the Monitor and other authorized representatives of the OSSE/ECE, as well as members of the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes. The Monitor will be authorized to assess the grantee's performance to determine the quality of the services delivered and the grantee's ability to deliver services.

Confidentiality of Records

Information concerning grant recipients is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to the OSSE/ECE. Specifically, the Applicant must agree to and abide by the following conditions:

- Participant records shall be kept confidential and shall not be open to the public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit

with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

Reporting Requirements

The Grantee will be required to report information in a manner consistent with the OSSE's data base management information system requirements. At a minimum, the Grantee will be required to submit both monthly and bi-annual performance reports to the Grant Monitor in electronic formats approved by the Grant Monitor. Monthly reports will provide data needed to monitor the status of activities. The biannual reports will outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by the OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Security Certifications

The Applicant must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE/ECE Compliance and Integrity Division which will determine the employee's suitability for employment.

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete and return the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The applicant that is awarded the grant under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Audits

The applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and the District of Columbia Human Rights Act of 1977, as amended March 14, 2007, no person shall, on the grounds of race, color, religion, nationality, sex, marital status, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.

Monitoring

The OSSE/ECE staff responsible for monitoring and evaluating the program will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee will be required to provide access to facilities, records, clients and staff as may be necessary for monitoring purposes.

Staff Requirements

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- A Grantee receiving an award of at least \$100,000, and any of its sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid in compliance with the Living Wage Act Of 2006 (**Act**), as amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/ECE Grant Monitor.

SECTION IV: APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than **September 15, 2010, 3:30 p.m. DST**. All applications will be recorded upon receipt. Applications accepted after 3:30 p.m. DST on September 15, 2010 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

D.C. Office of the State Superintendent of Education
Division of Early Childhood Education
717 14th Street, NW, 12th Floor
Washington, DC 20005

Applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before September 15, 2010. Applications arriving via messenger/courier services after the posted deadline of September 15, 2010, 3:30 p.m. DST will not be considered for funding. Application packages must be delivered to and received by an OSSE/ECE staff member and not left at the security desk or other location by the courier services.

SECTION V: REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE/ECE shall make the final funding determination.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

Table 1: Scoring Criteria

ITEM	SCORING CRITERIA	POINTS
A.	PROGRAM DESIGN AND WORK PLAN	
	The Applicant describes, in detail, how the Program Scope and requirements will be accomplished in a manner that is timely, responsive, efficient, and cost-effective.	10
	The Applicant describes sound program goals and objectives that are time-phased, measurable and specific. The activities, work plan and budgets are consistent with clearly defined measurable and time specific performance objectives. The proposed activities and work plan will result in timely project start-up.	5
	The Applicant demonstrates the ability to adequately evaluate the effectiveness of the program and for determining the extent to which objectives are accomplished.	5
	The Applicant demonstrates its knowledge and understanding of characteristics, challenges and barriers that the target population faces to access proposed program.	5
	Total, Program Design And Work Plan	25
B.	PERSONNEL EXPERIENCE AND QUALIFICATIONS	
	The program narrative and supporting documents clearly detail the qualification of key staff. Successful completion of the project is realistic given the qualification of key staff. In cases where the positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable.	15
	The Applicant demonstrates proposed personnel's experience and capability in evaluating and conducting assessments to target population.	10
	Total, Personnel Experience And Qualifications	25
C.	ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE	
	The Applicant describes the knowledge and experience relevant to the project scope and requirements and in serving the target population. The Applicant provides documented professional experience working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.	10
	The qualifications of the Applicant organization, any partner organization, and key staff demonstrate the ability to achieve the program goals and objectives.	10
	The Applicant demonstrates its ability to research, analyze, document and evaluate the program. The Applicant has demonstrated relevant experience with conducting the evaluation and assessment of the population to be served and consistency with the purpose presented in the Program Scope.	10
	The Applicant has well documented existing linkages and collaborative agreements in place with other partners (e.g. research professionals or organizations) in the delivery of the requested services.	5
	Total, Organizational Qualifications And Experience	35

ITEM	SCORING CRITERIA	POINTS
D.	BUDGET	
	The Applicant provides evidence of sound fiscal management and financial stability. The Applicant will document the availability of resources and demonstrates access to the necessary research facilities, equipment, staff, and licenses that support the Applicant's organization. The extent to which the Applicant proposes a budget that supports the reasonable costs of the proposed.	10
	Total, Budget	10
E.	COMPLETENESS AND FORMAT OF THE APPLICATION	
	The Applicant provides all the information requested in the RFA and attaches all supporting materials. The Applicant has followed the application format as specified in the RFA and remained within the specified page limits.	5
	Total, Completeness And Format Of The Application	5
	Maximum Possible score	100

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the OSSE/ECE. After reviewing the recommendations of the review panel and other relevant information the OSSE/ECE shall make a final decision on which applicant(s) will receive funds and the amount to be funded.

SECTION VI: APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 1 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Work plan (**Not to exceed 5 pages**)
- Certifications, Licenses and Assurances and Acknowledgement of District and Federal Statutes (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; H – Budget and Funding Information; I– Board of Directors List; J– Collaboration Commitment Form; K – Statement of Confidentiality; Appropriate Resumes; Organization Chart; and Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages must be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

The Applicant should provide a full project description that:

- Clearly identifies the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution;
- Identifies the results and benefits to be derived;
- Outlines a plan of action that describes the scope and detail of how the proposed work will be accomplished;
- Provides a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution;
- Provides a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required;
- Provides information on the Applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information;
- Describes the qualifications and experience of the organization and the assigned staff in providing the required services; and
- Describes experience serving the target population within the community in this capacity. If no experience has been acquired, describes how past linkages to the community will prove beneficial in this undertaking.

Work Plan

- The Applicant must submit a detailed Work Plan showing how the grantee plans to provide the required services. The Work Plan must include
- Specific, measurable program objectives and the task/activities that will be carried out to achieve the objectives
- Qualitative and quantitative quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

The Work Plan must be supplemented by the following items:

- Organizational charts showing both the Applicant's organizational structure and the operational structure of the proposed program. These charts must include the name, title, and reporting relationship of each individual.
- Resumes for each key individual shown on organizational charts.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative must contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at each budgeted amount.

- | | |
|-----------------------------|--|
| 1. Personnel: | Show proposed salaries and wages for all project staff. |
| 2. Fringe Benefits: | Include proposed fringe benefit expenditures including fringe benefit rate. |
| 3. Travel: | Show proposed expenditures for travel, including estimated travel for staff, consultants and participants. |
| 4. Equipment: | List proposed expenditures. |
| 5. Materials and Supplies: | List proposed supplies and educational materials expenditures. |
| 6. Consultants/Contractors: | List proposed consultant expenditures. |
| 7. Other Direct: | Rental or leasing of space for the project, utilities, telephone service, insurances, printing, copying, subscriptions, postage and maintenance services directly related to project activities. |
| 8. Indirect: | The indirect cost rate should not exceed ten percent (10%). Explain what is included in indirect cost. |

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete Attachments B and C and return the attachments with the application. If the applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

Appendices

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- **Conflict of Interest Policy:** A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an appropriate benefit. This document shall be agreed upon and signed by all board members.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. *It will take approximately 7 to 10 business days to process.*
- Proposed organizational chart for the project.
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Letters of support or endorsements.
- Staff resumes (if applicable).
- Planned job descriptions (if applicable).

SECTION VII: LIST OF ATTACHMENTS

- Attachment A Applicant Profile**
- Attachment B Certifications, Licenses, and Assurances**
- Attachment C Acknowledgement of District and Federal Statutes**
- Attachment D Submission Receipt**
- Attachment E Work Plan**
- Attachment F Staffing Plan**
- Attachment G Budget**
- Attachment H Budget and Funding Information**
- Attachment I Board of Directors List**
- Attachment J Collaboration Commitment Form**
- Attachment K Statement of Confidentiality**

Attachment A: Applicant Profile

Place this form at the front of the application.

Applicant's Name: _____

Type of Organization (check all that apply): ☐ **Non-Profit Organization (501 (c)(3))**

☐ **Minority-Owned Businesses** ☐ **Women-Owned Businesses**

☐ **Small, Local, Disadvantaged Business Enterprise**

☐ **Other:** _____

Contact Person: _____

Office Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

**Federal Tax ID
Number:** _____

D-U-N-S® Number _____

Program Description: _____

Budget:

Total Funds Requested: \$ _____

Signature

Title

Date

Name of Organization



Office of the State Superintendent of Education
DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

ATTACHMENT B

Certifications, Licenses and Assurances

Financial Records

All sub-grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Due Taxes

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the applicant has a satisfactory performance record performing similar activities as detailed in the award;

The applicant has a satisfactory record of integrity and business ethics;

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The applicant is in compliance with the applicable District licensing and tax laws and regulations.

Misconduct Certifications

The applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the applicant, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by

[name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

*As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the
above Certifications, Licenses and Assurances*

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative



Office of the State Superintendent of Education

DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

ATTACHMENT C

Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*)
- Title II of the Americans with Disabilities Act
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*)
- Rehabilitation of the Handicapped Act (Section 504)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*)
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01

-
- Title VI of the Civil Rights Act of 1964
 - District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*)
 - Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
 - Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended)
 - District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
 - District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
 - District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
 - Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
 - Pre-K Enhancement and Expansion Amendment Act of 2008
 - United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
 - The Pro Children Act of 1994, Part C, Pub. L 103-227

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date

Attachment D: Submission Receipt

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD EDUCATION
717 14TH STREET, NW, TWELFTH FLOOR
WASHINGTON, DC 20005
ATTENTION: LESA BONDS

THE OSSE/ECE IS IN RECEIPT OF A PROPOSAL FROM:

Contact Name/ Please Print Clearly

Organization Name

Street Address

City

State

Zip Code

Phone

Fax

Amount Requested

ECE USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

RECEIVED ON THIS DATE

/

/2010

Received by:

APPLICATIONS WILL NOT BE ACCEPTED AFTER September 15, 2010, 3:30 P.M DST

Attachment E: Work Plan

Agency:		Submission Date:											
Services Area:		Project Manager:											
Budget:		Telephone #:											
Measurable Objectives		First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Objectives:													
Activities:													
1.													
2.													
3.													
4.													
5.													
6.													
7.													

Attachment F: Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	% of Effort	Start Date

Attachment G: Budget

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

Attachment H: Budget and Funding Information

Organizational Fiscal Year _____

FY Budget _____ Income _____ Expenses _____

List all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title</i>

Attachment I: Board of Directors List

Name	Phone	Email	Length of Term	Position on Board (i.e. Chairman, President, Treasurer)	Primary Affiliation (i.e. Children's Hospital, Community Member, Bank of America)

Human Resources

Number of Full Time Employees: _____ Number of Part time Employees: _____

Number of Volunteers: _____

Attachment J: Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. A form must be provided for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):		
Name:		
Address:		
Telephone:	Fax Number:	Email Address:
Describe how you organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources. (Use additional blank sheets if needed.)		
The signatures below indicate that the organization has collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.		
Authorized Representative(s):		
Type Name(s):		
	Tel.:	
	Tel.:	
	Tel.:	
Signatures:		
	Date:	
	Date:	
	Date:	

MAY BE SINGLE-SPACED

Attachment K: Statement of Confidentiality

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
STATEMENT OF CONFIDENTIALITY**

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature

Title

Date

Name of Organization